

Agenda Item Form

Agenda Date: 05/04/04

Districts Affected: District 1

Dept. Head/Contact Information: Library, Carol Brey-Casiano, (915) 543-5413

Type of Agenda Item:

- | | | |
|---|--|--|
| <input type="checkbox"/> Resolution | <input checked="" type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

This would set up the staffing needed for the new Dorris Van Doren Library which will be opening in a couple of months.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

These positions were budgeted in the FY04 budget.

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

2004 JUN 04 09:00 AM
CITY CLERK

APR 28 2004

DATE: February 20, 2004

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 5-4-04

INITIALS GCS 2004-53

Date sent to Personnel:

DEPARTMENT NAME: LIBRARY	(1) HR DEPARTMENT ID 53010361	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE: 3/1/04
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A=add

D=delete (3) (4) (5)

(6) ACTIONS

*-Position Type

*R/T/C = Regular, Temporary, Contract

*L/U = Classified, Unclassified

A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000 Proj 00000)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
A	1.8 CB	42.41 CB	COFEP	Westside Regional Library 53010361 - 01101 - 53011	9330	Library Assistant	GS 7	R	L
A	2.19 CB	" "	COFEP	Westside Regional Library 53010361 - 01101 - 53011	9330	Library Assistant	GS 7	R	L
A	.50		COFEP	Westside Regional Library 53010361 - 01101 - 53011	012099	CO-OP Student Contract		C	U
			COFEP						
			COFEP						
			COFEP						
			COFEP						
			COFEP						

(7) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☒ New Facility ☐ Other (Explain)

(8) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): See attached memo

ANTICIPATED IMPACT ON:

(9) DEPARTMENT ORGANIZATION/OPERATIONS

The Library will open a new branch library this summer

(10) DEPARTMENT BUDGET

Budget for these positions were approved with the FY04 budget

(11) DEPARTMENT HEAD SIGNATURE:

DATE:

BUDGET CHANGE

☐ Required ☐ Attached ☐ Not Needed

AMOUNT ADDITIONAL FUNDS

—0

PERSONNEL DEPARTMENT RECOMMENDATION

☒ Requested CC and CG is Appropriate
☐ Change Class To
☐ Change Grade To

COMMENTS

PERSONNEL DIRECTOR

DATE

O.M.B RECOMMENDATION / C.A.O. APPROVAL

COMMENTS: OK CBertolli 4-27-04 AS dated OK! David A. Hunt 4-28-04

RECOMMENDATION

☐ Position(s) Recommended
☐ Position(s) Not Recommended

CHIEF FINANCIAL OFFICER

CHIEF ADMINISTRATIVE OFFICER

APPROVED:

DATE

DATE: February 20, 2004

APR 28 2004

CITY OF EL PASO

Date sent to City Council: 5-4-04

STAFFING TABLE CHANGE REQUEST

INITIALS GCS

2004-54

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A	1	10	COFEP	Westside Regional Library 53010361 - 01101 - 53011	5144	Library Branch Manager	PM 77	R	L
A	1	6	COFEP	Westside Regional Library 53010361 - 01101 - 53011	5142	Public Services Librarian II	PM 75	R	L
A	2	10	COFEP	Westside Regional Library 53010361 - 01101 - 53011	5141	Public Services Librarian I	PM 73	R	L
A	1	6.5	COFEP	Westside Regional Library 53010361 - 01101 - 53011	9332	Library Information Supervisor	GS 21	R	L
A	2	30.19	COFEP	Westside Regional Library 53010361 - 01101 - 53011	9332	Library Information Specialist II	GS 17	R	L
A	1	28.19	COFEP	Westside Regional Library 53010361 - 01101 - 53011	9331	Library Information Specialist I	GS 12	R	L
A	5	1.5	COFEP	Westside Regional Library 53010361 - 01101 - 53011	1301	Messenger I	GC		L

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DATE:

BUDGET CHANGE

☐ Required ☐ Attached ☐ Not Needed

AMOUNT ADDITIONAL FUNDS:

-0-

PERSONNEL DEPARTMENT RECOMMENDATION

☒ Requested CC and CG is Appropriate☐ Change Class To☐ Change Grade To

03-1-04 (AS EDITED)

COMMENTS

PERSONNEL DIRECTOR

DATE

O.M.B RECOMMENDATION / C.A.O. APPROVAL

COMMENTS:

OK Bertelli 4-27-04-AS edited

OK! Carol Shurt 4-28-04

RECOMMENDATION

☐ Position(s) Recommended☐ Position(s) Not Recommended

CHIEF FINANCIAL OFFICER

CHIEF ADMINISTRATIVE OFFICER

APPROVED:

DATE